

Park Reservation Rules and Regulations

A permit is required for any event where it is reasonably anticipated that 40 or more persons will be in attendance. If your group is less than 40, you may pay the fee to secure the shelter.

1. Permits will be issued for events to be held from Memorial Day weekend through September 30. Permits will not be issued for events before or after these dates unless it is considered a "special event."
2. The permit secures the use of the shelter or gazebo only and does not give exclusive use of the park. Open picnic areas are not included in the reservation. No amenities or special arrangements are provided - regardless of the type of event. Wedding receptions are no longer allowed.
3. Reservations will be automatically cancelled if payment is not received by the due date on your application. Reservations are made for specific times - the space is not yours until your reservation time begins, so please plan accordingly. This is especially important for wedding ceremonies in the Rose Garden. Do not plan on entering the park early.
4. All reservations are final after the permit has been issued - so please be sure of your date and time. If you make changes to your reservation requiring that a new permit be issued, you will be asked to pay an additional fee.
5. Most parks are equipped with 110 volts electrical outlets, 220 volts are not available in the park system. Multiple electrical items may cause overloads on the power source.
6. Tents are no longer allowed due to the damage done by them. Canopies are allowed (except for Enger or the Rose Garden) if they are stand-alone (not staked). A \$100 damage deposit will be required.
7. Alcohol Consumption:
 - a. Privately Hosted Events: \$45 alcohol consumption fee; if you are having a cash bar, the event must be catered by a restaurant with a caterer's permit. Submit a copy of the contract with your application.
 - b. Business/Company Events/Club Events: \$45 alcohol consumption fee plus the event must be catered by a restaurant with a caterer's permit. Submit a copy of the contract with your application.
 - c. Non-Profit Sponsored Events: \$45 alcohol consumption fee; if alcohol is provided, a one-day Consumption and Display Permit must be secured; if there is a cash bar, a Temporary Liquor License must be secured. A copy of your permit or license must be submitted before your reservation permit will be issued. (if it is necessary for you to have one of these, please contact the City Clerk's Office at 218.730.5500.
 - d. A uniformed Security Officer is now required for groups over 50 when alcohol is being consumed; if your group is over 200, two Security Officers are required.
8. Kegs are only allowed if a uniformed off-duty police officer is present. Absolutely no glass containers allowed .
9. Fires may only be started and maintained in proper receptacles, such as, grills or existing fire places. Ground fires are not allowed at any time. Coals must be disposed of properly.
10. If you plan on having amusements, such as, moonwalks, dunk tanks, games or amplified music, your event qualifies as a special event and you must secure a special event permit which requires insurance.
11. The renter is responsible for the safe conduct of all persons attending the event and for clean up, including decorations, and other items brought into the park. All trash must be disposed of properly.
12. Motorized vehicles must remain in the parking lot and may not be driven on any off-road areas, such as park pathways, grass, fields, etc. Dogs must be leashed at all times and are not allowed on playground areas.
13. A key is available to allow for delivery vehicle entry into Lincoln Park, Lester Park, Park Point, or Chambers Grove. A \$20 deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked during the event.